

# Police Officer II



**Job Code:** 5221  
**Grade:** 221  
**Reports to:** Police Sergeant  
**Salary Range:** \$52,500 - \$81,598  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs intermediate protective service work involving a variety of general or support duty police assignments; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs work under the regular supervision of a Police Sergeant. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard.

## **ESSENTIAL FUNCTIONS**

Enforcing laws; investigating crimes; controlling traffic; collecting evidence; preparing reports; issuing warrants and summons.

## **EXAMPLES OF WORK**

- On an assigned shift, operates a patrol vehicle, bicycle, or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons.
- Controls individual and group actions through verbal direction and/or the employment of necessary physical force.
- Makes arrests and testifies in court.
- Provides police escorts, directs traffic; performs residential and commercial checks.
- Investigates traffic accidents.
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.; helps investigate crimes; helps collect evidence; conducts searches.
- Fills out arrest records, prepares reports and records.
- Participates in a variety of in-service and special training programs.
- Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned.
- Transports and cares for prisoners as assigned.
- May be assigned to investigation, crime prevention, selective enforcement, DARE, or other technical or special support operations.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of police methods, practices, and procedures; general knowledge of the geography of the City and location of important buildings; general knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobile; ability to establish and maintain effective relationship with associates.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree preferred; completion of Police Academy through the Maryland Police Training Commission or equivalent agency, or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communications, and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- The worker may be required to wear specialized personal protective equipment.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

**SPECIAL REQUIREMENTS**

- Must have a minimum of two (2) years of satisfactory performance as a City of Gaithersburg Police Officer I.
- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of Police Officer certification issued by the State of Maryland Police Training Commission.
- Must meet and maintain minimum training and experience qualifications for position as established by the City and/or the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.